

Instructions and example for Completing Informal Procurement Log

(Purchases costing less than \$150,000)

The Informal Procurement Log can be used to document all bids received as a result of the sponsors' solicitation for purchasing products/services costing less than \$150,000. A sponsor will need to solicit at least three bids/price quotes in order to achieve competition and to satisfy federal procurement requirements. The bids are to be documented and all bidders must receive the same product specifications.

INFORMAL PROCUREMENT LOG

Supplier Name:		Supplier A: Bob's Company			Supplier B: Mary's Company			Supplier C: Pat's Company		
Items to be Purchased: <ul style="list-style-type: none"> Product specifications Delivery Frequency: <u>one time delivery</u> Bid will be honored for: <u>two weeks</u> (sponsor will state time period) 	Quantity estimated to be purchased	Unit Price	Extended Price (Quantity x Unit Price)	*BS (✓)	Unit Price	Extended Price (Quantity x Unit Price)	*BS (✓)	Unit Price	Extended Price (Quantity x Unit Price)	*BS (✓)
1. Applesauce 6/10 cans	30	15.75	472.50	<input type="checkbox"/>	16.50	495.00	<input type="checkbox"/>	15.00	450.00	<input type="checkbox"/>
2. Pineapple 6/10 cans	10	16.25	162.50	<input type="checkbox"/>	17.50	175.00	<input type="checkbox"/>	18.00	180.00	<input type="checkbox"/>
3. Cranberry Sauce 6/10 cans	5	25.25	126.25	<input type="checkbox"/>	21.75	108.75	<input type="checkbox"/>	23.50	117.50	<input type="checkbox"/>
4. Peaches, Freestone, (Halves) 6/10 cans	30	22.25	667.50	<input type="checkbox"/>	21.50	645.00	<input type="checkbox"/>	22.75	682.50	<input type="checkbox"/>
Total:		\$1433.25			\$1423.75			\$1430.00		
*Bidder Selected (BS)		<input type="checkbox"/>			<input checked="" type="checkbox"/>			<input type="checkbox"/>		
*Bidder Selected (BS); sponsor can award all items to one bidder (lowest total price) or award purchase on a line item basis (lowest line item price). Sponsors need to tell the bidders which option they will use for awarding the purchase when they are asking for pricing. The sponsor can state that either option may be used to award the purchase.										
Method of contact: Phone, Fax, Email or In Person		Fax			Phone			In Person		
Name of person providing bid:		Bob			Mary			Pat		
Date contacted:		May 11, 2016; Faxed in bid - Bid sheets attached.			May 12, 2016; Price given per phone. Confirmed in writing and attached.			May 16, 2016; Visited store and obtained prices. Price sheet attached.		
Additional Notes:		Bob said their fresh fruit and vegetables are more competitively priced than canned goods.			Best overall pricing; Mary stated that they will have a clearance special going on in June.			Pat said that their delivery costs have gone up recently but that in July they will have a new distributor and pricing.		
Signature of person completing this form: <i>Sam Anderson</i>								Date: <i>May 20, 2016</i>		

INFORMAL PROCUREMENT LOG AND EVALUATION MATRIX

(Purchases costing less than \$150,000)

Supplier Name:										
Items to be Purchased: <ul style="list-style-type: none"> Delivery Frequency : _____ Bid will be honored for: _____ <small>(number of day(s)/week(s)/month(s)) (school will state time period)</small> 	Quantity estimated to be purchased	Unit Price	Extended Price (Quantity x Unit Price)	*BS (✓)	Unit Price	Extended Price (Quantity x Unit Price)	*BS (✓)	Unit Price	Extended Price (Quantity x Unit Price)	*BS (✓)
1. Product name & specification:				<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
2. Product name & specification:				<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
3. Product name & specification:				<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
4. Product name & specification:				<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
Total:		\$			\$			\$		
*Bidder Selected (BS)		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
<small>*Bidder Selected (BS); sponsor can award all items to one bidder (lowest total price) or award purchase on a line item basis (lowest line item price). Sponsors need to tell the bidders which option they will use for awarding the purchase when they are asking for pricing. The sponsor can state that either option may be used to award the purchase.</small>										
Method of contact: Email/Fax/Mail/In person/Phone										
Name of person quoting pricing:										
Date contacted:										
Additional Notes:										
Signature of person completing this form:								Date:		

Name of bidder selected: _____

Bidder selected was notified on: _____ (If notification was in writing attach document to the procurement log/evaluation matrix)

Method of notification: _____ (Email/Fax/Mail/In person/Phone)